

eSMR² User Group Meeting Minutes

Date: April 16, 2008
Time: 10am-11am

Item	Description	Purpose	Notes
1	Meeting Items	<ul style="list-style-type: none"> ▪ Introductions ▪ Review agenda ▪ Past Action Items 	See updates below.
2	eSMR ² Reports	<ul style="list-style-type: none"> ▪ Feedback/Comments 	<p><u>Summary SMR</u> -note in search criteria that "late report" is optional to run report -add "o" to San Diego</p> <p>Clarify "potential" vs. "violation" with Exec mgmt. See action items.</p> <p><u>Detailed violation report</u> -no changes at this time</p>
3	Pilot Roll-out Schedule	<ul style="list-style-type: none"> ▪ Brainstorm ideas 	<p>NOT FINAL. For purposes of discussion and planning.</p> <p><u>Pilot</u> 1st pilot submission, Yuba City, July 2008 2nd pilot submission, Hyperion(?), August 2008 3rd pilot submission, OCSD, August 2008</p> <p>-pilot group would submit all frequencies of reports (monthly, semi-annual, quarter, annual) -baseline report prep times during pilot, electronic vs. paper</p> <p><u>Expanded Pilot</u> eSMR User Group A, Sept. 2008 eSMR User Group B, Oct. 2008</p> <p><u>Production Roll-out</u> Redding Group A, Nov. 2008 Redding Group B, Dec. 2008</p>
4	Summary	<ul style="list-style-type: none"> ▪ New action items 	<p>Next week via WebEx.</p> <ol style="list-style-type: none"> 1. eSMR Reports 2. Previous screen preview changes needed 3. Outreach and training update

Past Action Items:

Item #	Who	Action Item	Status/Notes
1	Darrin	Coding Process	Decide on policy of electronic submission process. Decide if submission is required in both electronic and paper format. DECISION MADE. LEFT UP TO REGIONAL BOARD. 3/26: Ron to send Russ and Darrin Region 3 template. 4/2: discuss in LA offline 4/9: to be April 22 nd MMC meeting agenda item, update team when complete
2	Rueen-Fang/ James	DDLs	http://mantis.waterboards.ca.gov/view.php?id=4751 Review drop-down values used for electronic coding process and determine if there are any missing or no longer valid. 3/26: Working with enABL, Inc. to add missing parameters 4/2: Still working on procurement 4/9: Procurement paperwork being routed. 4/16: Parameters added to EDF! Now to be added to CIWQS.
3	Don	Discharger Submission	DUE 4/16. Review Mantis issues related to "discharger screen", "error check", and "CDF Tool". Postponed until beta. 4/2: Display old Mantis issues and relate to new screen 4/16: get spreadsheet out to group
4	Don	Accelerated Monitoring	PENDING UNTIL LEVEL 3. Discuss with Russ/Susan/Dan (1) interpretation, (2) how to handle, (3) develop a use case testing scenario to ensure system accommodates requirements.
5	Ron	Level 3 Process Flow	PENDING UNTIL COMPLETION OF LEVEL 2. Develop level 3 process flow document.
6	Ron	Level 2 Requirements Document	COMPLETE. Finalize level 2 requirements document. 3/26: In development. 4/2: send out document after 4/2 meeting 4/9: no update 4/16: version 2.1 sent to group. this will be updated as needed.
7	Hoang/Francisco	Alpha/Beta Testing	Coordinate alpha and beta testing groups. 3/26: Everyone will be part of alpha and beta testing groups. Roll-out will start with the eSMR User Group team and then to other regions. 4/2: send out login information and hold Mantis training during 4/9 onsite training Mockup Site: http://water38.waterboards.ca.gov/ciwqs_esmr2 Username: sdischarger Password: Password1 4/9: Account and URL do not work outside of SWRCB network. New environment to be setup.
8	Darrin	UPEPA Upload	Policy on data transfer to USEPA. 4/2: CROMERR application now being prepared by SWRCB and monthly meetings setup with SWRCB legal dept. 4/9: no update 4/16: Meeting with legal on 4/29, wait for update
9	Don	Permit Writer/Discharger List	4/2: Compile contact list of discharger and water board staff for eSMR user group participants.
10	John	Mantis Workbook	COMPLETE. 4/9: Send to team. Post online.

Item #	Who	Action Item	Status/Notes
11	Dischargers	Mantis Accounts	4/9: Self-register for mantis accounts. http://mantis.waterboards.ca.gov/signup_page.php Don will then activate and assign to eSMR project.
12	Val	Potential vs. Violation	4/16: Need decision on whether to post un-reviewed self-determined violations from dischargers as "potential" or "violation". As currently designed, "violations" will show in public reports including re-designed SMR Summary Report.